

Narrative

General Information

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Sale Window: 1/1/2018 to 12/31/2018

Groupings

Residential Improved

There are sufficient valid sales in each of the 16 townships to analyze individually.

Residential Vacant

There are minimal valid sales in the townships to analyze individually, therefore, these sales have been grouped into five groups based on similarity of school and proximity to shopping and jobs.

Benton/Clinton/Jackson/York were all analyzed together. Concord/Elkhart were analyzed together.

Baugo/Cleveland/Osoto were analyzed together. Jefferson/Washington were analyzed together.

Middlebury/Union were analyzed together.

Commercial Improved

There are minimal valid sales in the townships to analyze individually due to the multitude of use and property sub classes. These sales were grouped based on location and typical clientele.

Baugo/Concord/Jefferson were analyzed together. Elkhart/Jackson/Middlebury/Olive/Union were analyzed together. Cleveland/Osoto were analyzed together.

Commercial Vacant

There are insufficient valid sales in this property class. Therefore, there is no submittal.

Industrial Improved

There are minimal valid sales in the townships to analyze individually so these sales have been analyzed in two groups based on types of industrial work and proximity to the workforce.

Baugo/Cleveland/Jackson/Union/Washington were all analyzed together. Concord/Elkhart/Osoto were analyzed together.

Industrial Vacant

There are insufficient valid sales in this property class. Therefore, there is no submittal.

AV Increases/Decreases

Property Type	Townships Impacted	Explanation
Commercial Improved	None	
Commercial Vacant	Concord Elkhart York	6 vacant parcels in 2019 had improvement values totaling \$1,422,400 in 2018 3 vacant parcels in 2019 had improvement values totaling \$202,000 in 2018 1 vacant parcel in 2019 had improvement values totaling \$77,000 in 2018
Industrial Improved	Benton Jefferson York	5 parcels had permits for new buildings for a total change of \$5,308,400 4 parcels had permits for new buildings for a total change of \$11,120,100 3 parcels had permits for new buildings for a total change of \$9,964,500
Industrial Vacant	Clinton	1 parcel didn't exist in 2018 therefore contributing to a \$28,000 increase in 2019
Residential Improved	Jackson York	28 parcels had new dwellings added for a total change of \$6,475,300 22 parcels had new dwellings added for a total change of \$2,570,000 and 14 parcels were created in 2109 adding \$5,331,100
Residential Vacant	Concord	41 vacant parcels in 2019 had improvement values totaling \$1,728,700 in 2018

Cyclical Reassessment

Commercial parcels were reviewed in Locke, Middlebury, Olive, Osolo, and Union Townships

Industrial parcels were reviewed in Harrison, Middlebury, Osolo, and Union Townships

Residential parcels were reviewed in Harrison, Middlebury, Olive, Osolo, and Union Townships

Comments

Sales marked as “Outlier” on the Sales Reconciliation spreadsheet have greater than a 30% assessment to sale variance.

Any parcel marked as having a condition change has been compared to other parcels within that neighborhood. We also review unsold properties to verify if condition changes are warranted. Many items are added per MLS review at the time of sale. We typically do not gain entry into dwellings so interior information is updated through the use of questionnaires, discussions with owners and MLS. We also started using online services to conduct reviews of parcels based on active listings.

Our work permit process involves four offices. The cities of Elkhart, Goshen, and Nappanee handle their own work permits. The County office handles all other areas. We receive copies of permits for all trades (electrical, plumbing, mechanical, etc.). Once a permit is received by our office, the information is entered into our database so that we can track the progress of the work on the permit. We do verify with the four offices to guarantee that we are getting all of the permits that are issued. We receive both construction permits and demolition permits. We have specific employees that are responsible for verifying permit work within their assigned townships. It is broken down this way so that the employees can become familiar with the properties in their assigned townships and can more easily identify if something is changed on a property without a permit. The employee will conduct a site visit to verify the progress of the work specified by the permit and will sometimes visit the same property multiple times until the work is either completed or the permit is retired. If the permit is for changes to the inside of a structure, the employee will speak with the owner (sometimes calling before the visit to set up an appointment) to determine the progress of the work as well as the type of construction when necessary. They do not enter structures unless they are invited in by the owner to inspect the progress. If the employee conducting the site visit is not able to speak with the owner about interior permit information, they will leave a business card with a request for the owner to contact the office. If a response is not received by the office, the employee will continue to make site visits to the property in an attempt to speak with the owner. In the event that an employee has been to the same property multiple times with no response from the owner, we have also contacted the inspector or contractor listed for the work permit to get descriptions and information from them. I think it is also important to point out that when an employee goes out to verify information on a work permit, they are also attempting to verify all information for that properties assessment and not just the item listed on the permit.